

4TH PRIMARY
MID TERM
FIRST TERM
NET REVISION

2016 - 2017



1. Re-arrange the following steps which show the stages of loading the Operating System:

1) Make a copy of the operating system and put it in "RAM" (   )
2) Check the computer hardware and its validity. (   )
3) Press "Power" button. (   )
4) The Operating System loads and the "Desktop" appear. (   )

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2. Correct the underlined in the following sentences:

1) The **Traditional Computer** works on the battery. (................................)
2) To turn the computer on, press the **Monitor** button. (................................)
3) To turn the computer off safely select **Restart** from the window that will appear. (................................)
4) To open start menu, **Right** click on start. (................................)
5) We can turn the computer off safely by pressing **Ctrl** +F4 buttons in the keyboard. (................................)

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3. Complete the following sentences from the brackets:

(Graphical Operating Environment – battery – Power button – Start – Case)

1) Laptop works by .... Which needs to be charged from one time to another?
2) "Turn off computer" is in .... Menu.
3) From the advantages of "Windows" Operating System is ....
4) The "Power" button is in ....
5) .... Has no fixed location in the computer, but it differs from a device to another.





4. Choose:

1) To open the Computer, you should press the (Monitor – System Unit) button.

2) To open the Monitor you should press (Monitor – System Unit) button.

3) "Turn Off Computer" is in the (Power button – Start) menu.

4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – both)

5) To turn off the computer select (Restart – Turn Off) from the dialogue box.

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5. Put (√) or (×):

1) The shape and location of the "Power" button doesn't differ from a computer to another. (   )

2) The computer can be turned off safely by pressing the "Power" button. (   )

3) Laptop works by the battery. (   )

4) There is no difference between the computer before and after operation. (   )

5) There is only one way for turning the computer off safely. (   )

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6. Complete the following sentences from the brackets:

(Taskbar – Icons – File – My Documents – OK – Recycle Bin)

1) The objects which are on the desktop, are named ....

2) The deleted files go to ....

3) The date and time appear on ....

4) .... Is used for saving the important file and accessing them easily.

5) The button .... is used for executing the orders.

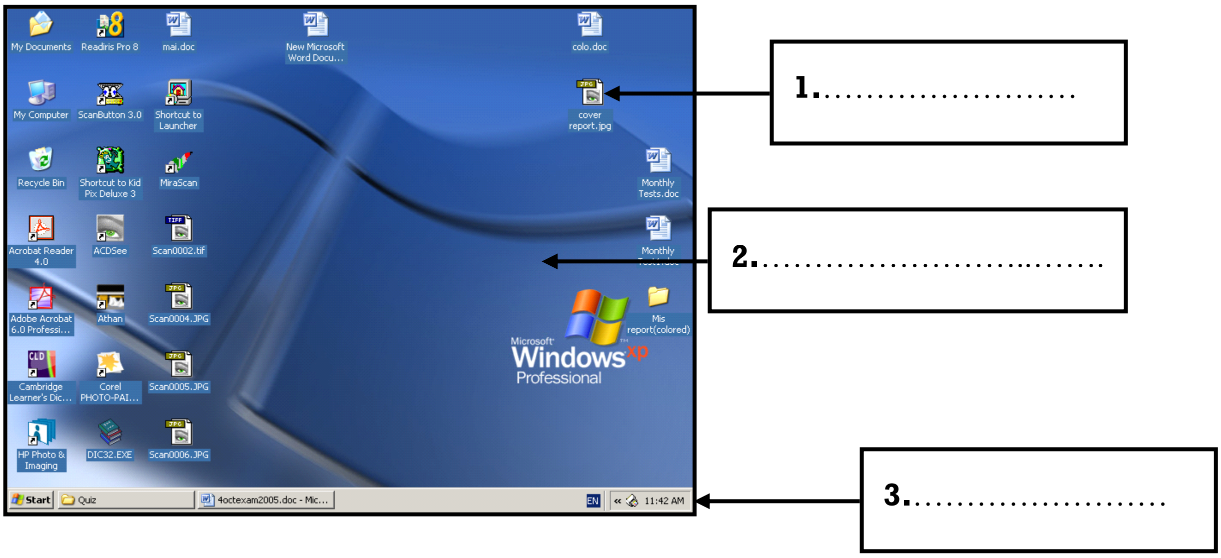




7. Put (√) or (×):

1) There is only one method for opening any icons on the desktop. (   )
2) "Paint" icon is of the main icons. (   )
3) The icons with the same types can be arranged beside each other's by "Type". (   )
4) The importance of the desktop icons is due to the fastness and easiness in using them. (   )
5) The desktop icons can't be re-arranged again. (   )

8. Complete the following diagram :



9. Match:

1) Saves documents	( ) My Computer
2) Deals with hardware and software	( ) My Documents
3) Displays Internet site	( ) Recycle Bin
4) Includes deleted files	( ) My Network Places
5) Controls the computers in a network	( ) Internet Explorer





10. Complete the following sentences from the brackets:

(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)

1) When right clicking on a free space on the desktop the ....menu appears.
2) We can open any of the desktop icons by ....or ....
3) To make the icons arrangement unchangeable, select ....from "Arrange Icons by".
4) ....Is of the desktop main icons.
5) To arrange the icons as a triangle, we use ....method.

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11. Re-arrange the following steps to change the Screen Saver:

( ) Press on Screen Saver tab and select your Screen Saver

( ) Select Properties from the Shortcut Menu

( ) Select OK

( ) Press Right Click on the free space of the Desktop

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12. Put (√) or (×):

1) The number of the icons on the desktop differs from a computer to another. ( )
2) "My Computer" window is the first to appear after loading the Operating System. ( )
3) The image on the desktop can't be changed. ( )
4) From the functions of the desktop is organizing the work and reaching what we want easily. ( )
5) The deleted files can't be restored after being moved to the Recycle Bin. ( )
6) There is no difference between the window icons and the icons we create. ( )





13. <u>Give the suitable term for the following sentences from the brackets:</u>

(Taskbar – Desktop – My Computer – Icons – Screen Saver)

1) Helps in performing the tasks quickly and by which we can know date and time. (..................................)
2) The first thing to appear after loading the Operating System window. (..................................)
3) One of the desktop icons by which we can deal with the computer hardware. (..................................)
4) Protects the screen when we stop working on it temporarily. (..................................)
5) From the components of the desktop and it has a type (main and secondary). (..................................)

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14. <u>Match:</u>

(A)		(B)	
1	Name	1	Arranges by date from the older to the most recent.
2	Size	2	Arranges icons alphabetically.
3	Type	3	Arranges according to the icons size in the memory.
4	Modified	4	Make the icons of the same types beside each other's.

(1,........) (2, ...) (3, ...) (4, ...)

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15. <u>Arrange the following steps which express the arrangement of the icons in unchangeable way:</u>

1. Select "Arrange Icons by" from the shortcut menu. ( )
2. Right click on a free space on the desktop. ( )
3. Select "Auto Arrange" which stops moving the icons manually. ( )





16. <u>Complete the following sentences:</u>

1) The icons of the desktop can be arranged ……………………………Or ……………………………
2) To arrange the icons according to the date of their modification select ……………………………
3) To open "My Computer" icon press ……………………………
4) ……………………………arrange the icons that can't be arrange manually.

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17. <u>Re-arrange the steps for changing the "Start Menu into Classic Start Menu":</u>

( ) Select "Start "tab menu from Properties window

( ) Click "OK"

( ) Select "Properties" from the Shortcut Menu

( ) Right Click on the free space on the Taskbar

( ) Select "Classic Start Menu"

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18. <u>Complete the following sentences from the brackets:</u>

(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)

1) When the icon √ beside the ……………………………Property is chosen, the similar windows are grouped in one button on the taskbar.
2) We can alternate within the open windows by pressing Alt + …………………in the keyboard.
3) ……………………………………………………is of the function of Taskbar.
4) ……………………………Is of the programs in the memory.
5) The window can be closed from the Taskbar by choosing ……………………………





19. Put (√) or (×):

1) The windows button disappears from the taskbar upon closing the window. ( )

2) We can open the "Calculator" program from the "Start" menu. ( )

3) "Lock the Taskbar" property doesn't allow you to move the taskbar. ( )

4) It isn't possible to close the similar programs in one button at one time. ( )

5) The deleted files can be restored by the Taskbar. ( )

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20. Put (√) or (×):

1) The shape of the button of the window when the window is open is different from its shape when it is minimized. ( )

2) It isn't possible to minimize or maximize the window by the use of the keyboard. ( )

3) The Operating System windows are standard windows with one base. ( )

4) The window icon appears in the title bar on the right beside the control button. ( )

5) The name of the window appears on the toolbar. ( )

6) We can close the window by pressing Alt+F4 in the keyboard. ( )

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21. Complete the following sentences from the brackets:

(Title – F4 – Restore Down – Maximize – Restore Down – Task)

1) To close the window from the keyboard, press Alt + ……………………………

2) The Control Button appears in the ……………………………Bar.

3) The Program Icon appears in the ……………………………Bar.

4) We can Restore the window size which covers the screen completely by ………………

5) The button ……………………………and …………………………… have the same location in the Control Button.





"Questions Answers"

1. **Re-arrange the following steps which show the stages of loading the Operating System:**

1) Make a copy of the operating system and put it in "RAM"	(3)
2) Check the computer hardware and its validity.	(2)
3) Press "Power" button.	(1)
4) The Operating System loads and the "Desktop" appear.	(4)

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2. **Correct the underlined in the following sentences:**

1) The **Traditional Computer** works on the battery. (**Laptop**)
2) To turn the computer on, press the **Monitor** button. (**Power**)
3) To turn the computer off safely select **Restart** from the window that will appear. (**Turn Off**)
4) To open start menu, **Right** click on start. (**Left**)
5) We can turn the computer off safely by pressing **Ctrl** +F4 buttons in the keyboard. (**Alt**)

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3. **Complete the following sentences from the brackets:**

(Graphical Operating Environment – battery – Power button – Start – Case)

1) Laptop works by **battery** which needs to be charged from one time to another?
2) "Turn Off Computer" is in **Start** Menu.
3) From the advantages of "Windows" operating system is **Graphical Operating Environment.**
4) The "Power" button is in **Case**.
5) **Power button** has no fixed location in the computer, but it differs from a device to another.





4. <u>Choose:</u>

1) To open the Computer, you should press the (Monitor – **<u>System Unit</u>**) button.

2) To open the Monitor you should press (**<u>Monitor</u>** – System Unit) button.

3) "Turn Off Computer" is in the (power button – **<u>Start</u>**) menu.

4) To operate the computer, you should make sure of (The set is plugged – The Operating System is available – **<u>both</u>**)

5) To turn off the computer select (Restart – **<u>Turn Off</u>**) from the dialogue box.

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5. <u>Put (√) or (×):</u>

1) The shape and location of the "Power" button doesn't differ from a computer to another. (×)

2) The computer can be turned off safely by pressing the "Power" button. (×)

3) Laptop works by the battery. (√)

4) There is no difference between the computer before and after operation. (×)

5) There is only one way for turning the computer off safely. (×)

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6. <u>Complete the following sentences from the brackets:</u>

(Taskbar – Icons- File – My Documents – OK – Recycle Bin)

1) The objects which are on the desktop are named **<u>Icons</u>**.

2) The deleted files go to **<u>Recycle Bin</u>**.

3) The Date and Time appear on **<u>Taskbar</u>**.

4) **<u>My Documents</u>** Is used for saving the important file and accessing them easily.

5) The button **<u>OK</u>** is used for executing the orders.



7. Put (√) or (×):

1) There is only one method for opening any icons on the desktop. (×)

2) "Paint" icon is of the main icons. (×)

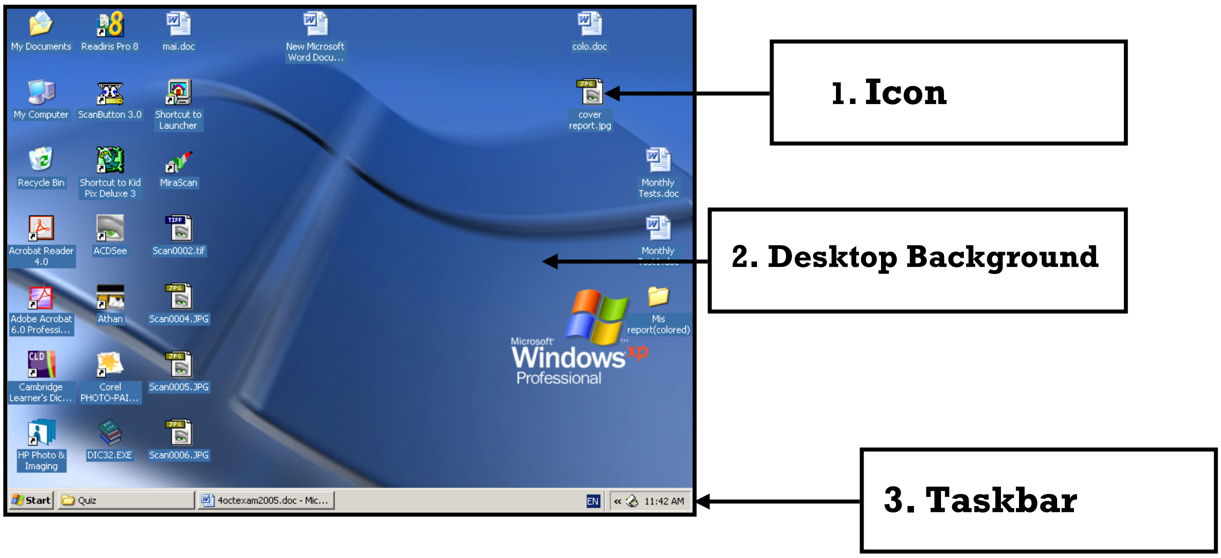
3) The icons with the same types can be arranged beside each other's by "Type". (√)

4) The importance of the desktop icons is due to the fastness and easiness in using them. (√)

5) The desktop icons can't be re-arranged again. (×)

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8. Complete the following diagram :



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9. Match:

1) Saves documents	(2) My Computer
2) Deals with hardware and software	(1) My Documents
3) Display Internet site	(4) Recycle Bin
4) Includes deleted files	(5) My Network Places
5) Controls the computers in a network	(3)Internet Explorer



10. <u>Complete the following sentences from the brackets:</u>

(My Documents – Manual – Shortcut – Auto Arrange – Double click – Right click)

1) When right clicking on a free space on the desktop the **<u>Shortcut</u>** menu appears.
2) We can open any of the desktop icons by **<u>Double click</u>** or **<u>Right click</u>**.
3) To make the icons arrangement unchangeable, select **<u>Auto Arrange</u>** from "Arrange Icons by".
4) **<u>My Documents</u>** is of the desktop main icons.
5) To arrange the icons as a triangle, we use **<u>Manual</u>** method.

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11. <u>Re-arrange the following steps to change the Screen Saver:</u>

(3) Press on Screen Saver tab and select your Screen Saver.

(2) Select Properties from the shortcut menu.

(4) Select OK.

(1) Press Right Click on the free space of the Desktop.

---

12. <u>Put (√) or (×):</u>

1) The number of the icons on the desktop differs from a computer to another. (√)
2) "My Computer" window is the first to appear after loading the Operating System. (×)
3) The image on the desktop can't be changed. (×)
4) From the functions of the desktop is organizing the work and reaching what we want easily. (√)
5) The deleted files can't be restored after being moved to the Recycle Bin. (×)
6) There is no difference between the window icons and the icons we create. (×)





13. <u>Give the suitable term for the following sentences from the brackets:</u>

(Taskbar – Desktop – My Computer – Icons – Screen Saver)

1) Helps in performing the tasks quickly and by which we can know Date and Time. (**Taskbar**)
2) The first thing to appear after loading the Operating System window. (**Desktop**)
3) One of the desktop icons by which we can deal with the computer hardware. (**My Computer**)
4) Protects the screen when we stop working on it temporarily. (**Screen Saver**)
5) From the components of the desktop and it has a type (main and secondary). (**Icons**)

---

14. <u>Match:</u>

(A)		(B)	
1	Name	1	Arranges by date from the older to the most recent.
2	Size	2	Arranges icons alphabetically.
3	Type	3	Arranges according to the icons size in the memory.
4	Modified	4	Make the icons of the same types beside each other's.

(1, **2**) (2, **3**) (3, **4**) (4, **1**)

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15. <u>Arrange the following steps which express the arrangement of the icons in unchangeable way:</u>

1. Select "Arrange Icons by" from the shortcut menu. (2)
2. Right click on a free space on the desktop. (1)
3. Select "Auto Arrange" which stops moving the icons manually. (3)





16. Complete the following sentences:

1) The icons of the desktop can be arranged **Manual** Or **Automatic**.
2) To arrange the icons according to the date of their modification select **Modified**.
3) To open "My Computer" icon press **Double click**.
4) **Auto Arrange** arranges the icons that can't be arrange manually.

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17. Re-arrange the steps for changing the "Start Menu into Classic Start Menu"

(3) Select "Start "tab menu from properties window

(5) Click "OK"

(2) Select "Properties" from the shortcut menu.

(1) Right Click on the free space on the Taskbar.

(4) Select "Classic Start Menu".

---

18. Complete the following sentences from the brackets:

(Display the active programs in the memory – Group similar taskbar buttons – Tab – Antivirus – Close)

1) When the icon √ beside the **Group similar taskbar buttons** Property is chosen, the similar windows are grouped in one button on the taskbar.
2) We can alternate within the open windows by pressing Alt + **Tab** in the keyboard.
3) **Display the active programs in the memory** is of the function of Taskbar.
4) **Antivirus** Is of the programs in the memory.
5) The window can be closed from the Taskbar by choosing **Close**.





19. Put (√) or (×):

1) The windows button disappears from the taskbar upon closing the window. (√)
2) We can open the "Calculator" program from the "Start" menu. (√)
3) "Lock the Taskbar" property doesn't allow you to move the taskbar. (√)
4) It isn't possible to close the similar programs in one button at one time. (×)
5) The deleted files can be restored by the Taskbar. (×)

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20. Put (√) or (×):

1) The shape of the button of the window when the window is open is different from its shape when it is minimized. (√)
2) It isn't possible to minimize or maximize the window by the use of the keyboard. (×)
3) The Operating System windows are standard windows with one base. (√)
4) The window icon appears in the title bar on the right beside the control button. (×)
5) The name of the window appears on the toolbar. (×)
6) We can close the window by pressing Alt+F4 in the keyboard. (√)

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21. Complete the following sentences from the brackets:

(Title – F4 – Restore Down – Maximize – Restore Down – Task)

1) To close the window from the keyboard, press Alt + **F4**.
2) The Control Button appears in the **Title** Bar.
3) The program icon appears in the **Task** Bar.
4) We can restore the window size which covers the screen completely by **Restore Down**.
5) The button **Maximize** and **Restore Down** have the same location in the Control Button.

